

PERSONNEL MANUAL UPDATES – **COUNCIL APPROVAL**

Effective 1-1-26

Exception: 7.75 to be retroactive to 1-1-24 due to plan requirements

Council approval is required for the updates listed below.

PM 1.40 Changing the Manual [Legally required changes are mandated by law, and this policy change allows Human Resources to initiate legally required changes for employees in a timely manner. Council will still be notified of any policy changes.]

Provisions of the Manual may be repealed, modified, or amended by Executive Order of the Mayor; provided, that adding or deleting optional employee benefits must be approved by the City Council. All changes to the Manual and/or employee benefits that are made to comply with mandatory changes in State and/or Federal law, may be done administratively by the Mayor, or the Human Resources Director at direction of the Mayor, and subject to the labor union notice requirements below. City Council will be updated on such changes.

PM 7.20 Rates of Pay [This policy change provides clarity about how the COLA will work for non-represented employees, which includes annual market review and adjustment as necessary of [redacted] classifications. Provides for flexibility by the Mayor to adjust the market analysis process and COLA as necessary, likely based upon market factors and exceptional CPI-W situations.]

Cost-of-Living Adjustments (COLA) for Non-Represented

Effective January 1 of each year, the salary ranges for each non-represented position and the individual rates of pay for employees in those positions shall be increased by 100% of the first half annual previous year Consumer Price Index-W (CPI-W) for Seattle/Tacoma/Bellevue, with a 2% minimum and 5% maximum.

The Mayor retains the authority to make any adjustments to determine and apply a different Market Adjustment (market analysis time period, market percentile, and/or under market percentage) and/or COLA as necessary.

Market Analysis for Non-Represented Classifications

The City will conduct an annual market analysis of non-represented classifications. The market analysis will consist of a review of the external job market, utilizing salary surveys conducted by independent organizations, and/or data from comparable public sector organizations.

The market analysis will be used to determine salary range midpoints for established salary ranges. Salary range midpoints will be set at the 60th percentile of the comparable market, as defined above.

The market analysis will also be used to compare the market data with the current salary range assignment of non-represented classifications. For those classifications that are under the market data by 1% or greater, an analysis will be conducted to determine if the current salary range assignment of each classification is appropriate, or whether movement to a different salary range is appropriate. Employee pay will not be adjusted because of salary range adjustments.

PM 7.75 Mandatory HRA VEBA and MERP Contributions for Non-Represented Employees

[This policy addition is required to allow Firefighter union (IAFF) employees who are enrolled in the Medical Expense Reimbursement Plan (MERP) and are subsequently promoted into a non-union position to continue to receive MERP. There is no cost to the City, as the funds are deducted from the employee's pay.]

MERP (Medical Expense Reimbursement Plan)

Effective January 1, 2024, mandatory contributions shall be deducted from each non-represented Promoted IAFF Employee's pay and deposited into the WSCFF Employee Benefit Trust Medical Expense Reimbursement Plan (MERP). The MERP contributions shall equal one hundred dollars (\$100.00) per month deducted on the first paycheck of the month. This amount shall be adjusted whenever, and in the same amount, the contribution amount in the CBA between the City and IAFF Local 2829 is adjusted.

"Promoted IAFF Employee" is defined as an employee, who previously participated in the MERP Plan as an IAFF Fire Uniformed member and promoted or transferred out of the IAFF Local 2829 bargaining unit and was promoted into a non-represented position in the Fire Department.

PM 9.30 Sick Leave [This policy addition provides for sick leave donated to Shared Leave to not be deducted from the donating employee's sick leave bonus. Allowing sick leave donation is relatively new and is provided in many CBAs. This language clarifies there would be no impact to the employee's sick leave bonus and establishes equity between represented and non-represented employees. Please see 9.140 Shared Leave below.]

Sick Leave Bonus

Regular Sick Leave (RSL):

- **Calculation Period** – Sick leave credits are determined on ~~or about~~ the last pay period of November ~~15~~ each year for employees continuously on the payroll for at least the preceding six months.
- **Shared Leave Donations** – Any sick leave donated to Shared Leave will not be deducted from the donating employee's sick leave bonus. (See 9.140 Shared Leave.)

PM 9.60 Bereavement Leave for ~~Non-Union~~Non-Represented Employees [This policy allows for employees to receive 40 hours instead of 4 days. The 4 days created inequity between employees who worked an 8 hour day versus those who work 9 or 10 hour days. Additionally, adds clarity bereavement to be used within a specific period.]

In the event of death or serious illness threatening death in the immediate family, full-time employees may receive up to ~~four days (32 hours)~~ forty (40) hours off with full pay and benefits.

Bereavement leave is granted by the department director. Any bereavement leave shall be used within six (6) months from the date of the death, or the onset of the impending death. If extenuating circumstances (such as travel time) necessitate a longer period of leave, an extension may be granted by the department director. However, any extension of leave shall be charged against the employee's

~~accrued leave accounts (sick leave, vacation time or compensatory time.)~~ Additional time off or length of time to take bereavement leave may be granted if approved in advance by the Department Director. Such additional leave shall be deducted from the employee's applicable and available leave bank(s).

PM 9.70 Military Leave [This policy expands the existing federal military leave laws to allow for greater flexibility in pay and no loss in service credit for vacation accruals and longevity when an employee goes into an unpaid status. This is in recognition for the service of our employees to our Country.]

Short-Term Military Leave (First ~~21-30~~ Days of Work)

The period of time shall not exceed ~~21-30~~ workdays "during each year beginning October 1 and ending the following September 30," and "the employee shall be charged military leave only for days that he or she is scheduled to work for the City."

Long-Term Military Leave (After ~~21-30~~ Work Days)

Employees who are called to, or volunteer for, active-duty military service in excess of ~~21-30~~ work days as described under Short-Term Military Leave will be placed on an unpaid leave of absence during the time the employee is in an active duty status. The employee may choose to use accrued vacation leave, professional leave, compensatory time, and/or floating holiday prior to moving to an unpaid status. Any unused leave accruals remaining when the unpaid leave begins will be held until the employee returns to active employment with the City. During the unpaid leave, the employee will neither earn additional vacation or sick leave nor be entitled to health insurance benefits except as may be provided for under COBRA or other applicable law. Reinstatement following active duty will be in compliance with state and federal laws at the time employee returns to work.

Upon returning to work following unpaid long-term military leave, employees will not have their service dates adjusted for vacation accruals and longevity only. All other service date adjustments for seniority and other requirements in individual Collective Bargaining Agreements and/or Personnel Manual 9.130 Leave without Pay (Seniority) still apply.

PM 9.130 Leave Without Pay [Should the expanded 9.70 Military Leave be provided, this policy change ensures there is no language conflict between 9.70 and 9.130 regarding no loss in service credit for vacation accruals and longevity when an employee goes into an unpaid status.]

Seniority

An employee's seniority and pay anniversary date shall be adjusted by the length of leave granted if the period of leave without pay exceeds 90 calendar days. There shall be no loss of seniority or adjustment to the pay anniversary date for leave without pay totaling 90 calendar days or less. This provision does not apply to PM 9.70 Long-Term Military Leave.

PM 9.140 Shared Leave [This policy addition allows for sick leave to be donated and clarifies there would be no impact to the employee's sick leave bonus. Please see 9.30 Sick Leave above.]

Donation Restrictions for ~~Non-Union~~Non-Represented Employees

Non-represented employees, i.e., those who are not members of a bargaining unit, may donate vacation, sick, and /or floating holiday leave, and compensatory time. However, the donation must not cause the donating employee's vacation leave balance to fall below 40 hours.

Sick Leave Bonus

Any sick leave donated to Shared Leave will not be deducted from the donating employee's sick leave bonus. (See 9.30 Sick Leave Bonus.)

PM 10.20 Employee Recognition [This policy clarifies how employees nominated should represent the City's current values, and removes supplemental employees from the process, as they are not regular employees and it generated confusion about how the process should be applied to them.]

All Star Awards

The City administers an "All Star" program through which it recognizes employees who have exemplified the City's values of:

- Commitment to service: We are dDedicated to seeking solutions for our community.
- Integrity: We dDemonstrates sound, honest, truthful and consistent actions.
- Accountability: We tTakes ownership of our their actions and responsibilities.
- Belonging: Treats employees and the community with respect, kindness, and patience to help everyone access City services and feel a sense of belonging.
- Stewardship: Treats City assets and shared workspaces with care and responsibility.

The City recognizes three two types of All Stars:

1. Individual All Stars: These awards are provided annually to employees who have consistently provided an exceptionally high level of service over a number of years or who have made outstanding contributions to the success of the City during a given year. An Individual All Star is one who exerts a positive influence on others, whether fellow employees or members of the public, consistent with the City's values listed above. Individual All Stars are selected by a vote of the regular and limited duration employees within their department 's division or workgroup.
2. Team All Stars: These awards are provided annually to cross-departmental workgroups of two or more employees that have distinguished themselves by exceptional performance, either on a single project having a significant effect on departmental or divisional operations or consistently high group performance over an extended period of time. Team All Stars are selected by a vote of regular and limited duration employees throughout the City.
3. Supplemental All Stars: These awards are provided annually to supplemental employees who have distinguished themselves either on a single project having a significant effect on departmental or divisional operations or consistently high performance over an extended period of time. Supplemental All Stars are selected by a vote of the regular and limited duration employees throughout the City.

Every recipient of an Individual and team All Star awards shall receive be one day off with pay. At management's the Director's or designee's discretion, award recipients may also be provided other forms of recognition.

PM 13.35 Death of Employee [This policy addition allows for an employee's estate to receive 100% of their sick leave should they pass away while being an employee. This is in addition to any other leave balance payouts they are entitled to, as detailed in other sections of the Personnel Manual.]

Upon death of an employee, regardless of retirement status, 100% of the accrued but unused sick leave, up to a maximum accumulation of nine hundred sixty (960) hours, will be deposited into that employee's HRA VEBA. This is a mandatory deposit, and the beneficiary(ies) shall not have the ability to take the leave as pay. The maximum will be prorated for Part-Time employees.

In the event the employee has failed to designate a beneficiary, the retirement bonus shall be paid to the employee's estate.

(See 13.70 for Retirement Bonus Pay.)

PM 13.60 Last Day Worked [This policy addition ensures when an employee either resigns or retires that there is clarity how long they can remain on payroll. Previous policy language allowed employees to use all eligible leave to extend their separation date, up to several months. This meant they were off work for that duration. However, this extension also resulted in a loss of flexibility to fill the vacancy and impacted the workload of other staff, who had to do the work of the separated employee who was on leave.]

Last Day Worked

When an employee voluntarily resigns their employment, the last day worked is considered the last day on the City's payroll, which may be extended by up to two weeks through the use of:

- Vacation and/or compensatory time upon the employee's request and the employee's Department Director or designee approval, and/or
- Sick leave upon the employee's request, supported by approved medical documentation, and the Human Resources Director's approval.